

GUIDELINES FOR USE OF THE CROWN SENIOR COMMONS

The Senior Commons is maintained as a meeting place for Crown fellows and staff. On a space available basis, it may be used by (1) Crown fellows; (2) Crown faculty and staff; (3) Crown students if sponsored by a Crown faculty or staff member; and (4) members of the campus administration for the purpose of holding meetings. All must adhere to the following guidelines:

1. The Senior Commons may not be used for class meetings.
2. Noise levels must be kept at a conversational range. There can be no amplified sound since the Computer Lab and Library are below. Events must end no later than 10:00 p.m.
3. If a caterer is used, they must retrieve their equipment immediately after the event, since others need to use the room. Guests are responsible for clean-up. Any extraordinary cleaning or damage costs will be billed to the sponsor.
4. For reservations and key pick-up, please e-mail Andrew Park drewski@cats in the Crown Administration Office or call 9-2665.
If you can't return the key during office hours, request a specially addressed return envelope so the key may be dropped through the slot in the Crown Administration Building's front door.
5. The Commons is an L-shaped room composed of a lounge area with couches (seating capacity 14) and a conference room with large conference table, black board, a wall mounted vcr/monitor and black-out curtains along one side of the room (seating capacity 25; conference table has room for 14 chairs). There is also an outside deck with 4 tables and 18 chairs. We ask that a maximum capacity of no more than 55 be adhered to. No additional chairs or tables will be permitted. The Senior Commons is not wheel chair accessible.

--Electrical outlets: 5 in lounge area, 9 in conference room.
6. Furniture may not be rearranged and tables may NOT be moved.
7. Summer room use should be booked through the Conference Office (who can provide a current summer rate schedule).

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